

Trading Partner Agreement FAQ's

Q1: What is a Trading Partner Agreement?

A1: The Trading Partner Agreement (TPA) is a document that outlines both the Department of Human Services' (DHS) responsibilities as well as the Trading Partner relative to the use and submission of electronic data for billing purposes.

Q2: How do I know if I should enter in to a TPA?

A2: If you plan to submit claims electronically either directly to DHS or if you are a clearinghouse submitting claims on behalf of a provider, you need a signed TPA.

Q3: What is a submitter ID and how do I get one?

A3: The submitter ID is a unique ID number that identifies you as the submitter of electronic claim data. If you bill the Department of Social Services (DSS) electronically they will assign your submitter ID which will be the same ID you will use to submit claims to DHS.

If you are not submitting claims electronically to DSS contact Brenda Tidball-Zeltinger via email at Brenda.Tidball-Zeltinger@state.sd.us or via phone at (605) 773-5990 to obtain an ID number.

Q4: What is the process for submitting my TPA?

A4: Complete all the required components of the TPA (see checklist below). Sign and date **two** original copies of the agreement and send to:

Department of Human Services
Office of Budget and Finance
Hillsview Plaza
c/o 500 East Capitol
Pierre, SD 57501

Once you have successfully completed the certification and testing process, DHS will return a signed original to you for your records.

Q5: How do I initiate the certification process to test a transaction?

A5: Contact Don Miller with the Bureau of Information and Telecommunication (BIT) via email at Don.Miller@state.sd.us or at 773-3267 to start the testing/certification process.

Q6: If I already have a TPA with the Department of Social Services do I need one with DHS?

A6: Yes. Even if you have already entered into a TPA to submit claims electronically with DSS, you need to enter into a TPA to submit claims electronically to DHS.

Following is a checklist that outlines all the steps necessary to become a trading partner with DHS:

☐ Step 1: Download and print two (2) copies of the TPA from either the Division of Alcohol and Drug Abuse website www.state.sd.us/dhs/ADA, or the Division of Mental Health website at www.state.sd.us/dhs/DMH.

☐ Step 2: Obtain your submitter ID. If your agency already has a submitter ID and you currently submit claims to DSS use that submitter ID on the TPA. If you need to obtain a submitter ID contact Brenda Tidball-Zeltinger at DHS.

☐ Step 3: Complete all required sections of the TPA (both copies). This includes:

Page 1: The name and address of your agency.

Page 5: Sign and date the agreement including your name, title, date, telephone and email address.

Page 6: Identify the types of transactions you plan to send and receive.

Page 7: Identify all the providers and associated Tax ID numbers for which you are submitting claims.

Page 9: Complete the contact information.

☐ Step 4: Mail two signed copies of the TPA to the address indicated on Page 1 of the agreement.

☐ Step 5: Contact Don Miller via email at Don.Miller@state.sd.us or via phone at (605) 773-3267 to complete the testing/certification process.

☐ Step 6: Once you have successfully completed the testing/certification process DHS will send you a signed copy of the TPA.